



REQUEST FOR QUALIFICATION
CALHOUN COUNTY ADMINISTRATION
DEPARTMENT OF PURCHASING
OFFICE SPACE UTILIZATION STUDY- RFQ #110-16

The County of Calhoun is requesting written statements of qualification from architectural firms or management consultants qualified to provide professional services for the Office Space Utilization project for the Justice Center Complex in Battle Creek.

The County may choose to enter into negotiations with the most qualified respondent, as a result of this solicitation, to be determined by the Purchasing Department representing the Calhoun County Board of Commissioners. Questions regarding this request should be directed to:

Leslie Obrig, Purchasing Coordinator
Calhoun County
315 West Green Street
Marshall, MI 49068-1585
(269) 781-0981
lobrig@calhouncountymi.gov

Applicants shall present FOUR (4) copies of their Statement of Qualifications no later than **July 25, 2016 @ 3:00AM LOCAL TIME**, to the following physical location: Purchasing Department, County Building, 315 West Green Street, Marshall, MI 49068. The sealed envelope shall be clearly noted "OFFICE SPACE UTILIZATION STUDY-RFQ#110-16".

LATE PROPOSALS WILL NOT BE ACCEPTED.

I. SCOPE OF SERVICES

The County of Calhoun is seeking qualification statements from architectural firms and management consultants in order to provide design and other planning services for the Office Space Utilization study for 140,000 square feet of allocated office space (Ref. Attachment A) in the Justice Center Court Complex in Battle Creek, MI. The Justice Center Court Complex office space utilization has not been analyzed since the original plan was designed and the building opened in 1994. During the 20 years since the original building plan was developed, numerous changes in department operations, program delivery and staffing levels, as well as changes in space utilization precipitated by technological advancements, have altered how Courts and other departments use their allocated space in order to provide services to the public. The project is intended to provide a recommendation as to the best use of office space in the Justice Center Court Complex.

Space is a limited County facility resource and, consequently, it must be managed responsibly in a way that enhances the delivery of services to the public and promotes the advancement of the mission and the strategic priorities of the County. Flexibility in allocating space needs to be maintained in order to address changes in function, programs and technologies. Accordingly, a comprehensive framework for assignment and management of office space should be established and maintained to achieve the optimal utilization and the most effective response to current and emerging needs of the public.

As a result of this solicitation, the County may request a combination of consulting services related to office space use, floor plan re-design and office furniture specifications. Qualifications provided in response to this request shall address the respondent's ability to provide the various services required in each project phase which could include, but not be limited to, the elements as follows:

I(1) Programing Phase

- (a) Create a Program of Spaces for building interior, including: basic information such as sizes, space requirements, workflows, activities and special uses.
- (b) Facilitate meetings with managers, supervisors and department staff as needed to develop basic components and traffic planning of building program, including County's standard building systems, office furnishings and equipment.
- (c) Provide a recommendation.
- (d) Prepare and submit program plan of spaces and adjacencies layout for review and approval. Any changes affecting the Courts must have the prior approval of the Courts and the proposed changes must be consistent with State Court Administrative Office (SCAO) standards; ref.

<http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/FacilityStandards.pdf>

I(2) Schematic Design Phase

- (a) Coordinate with County and office furniture vendors on office space design and furniture plans.
- (b) Estimate remodel and office furnishings costs.

- (c) Facilitate meetings with County staff to review office space square footage and space utilization needs to develop Schematic Design Documents.
- (d) Attend Pre-Development meeting with staff and address points of clarification regarding the project.
- (e) Prepare and submit Schematic Design Documents, Preliminary Specifications, Schematic cost estimate and schedule to the County staff for review and approval.

I(3) Bid Phase

- (a) Assist with office furniture bid proposal and participate in pre-bid conference
- (b) Respond in writing to questions from bidders and prepare addenda as necessary.
- (c) Distribute plans to interested bidders and keep record of plan holder's list
- (d) Assist in evaluation of bids based upon subcontracts qualifications, compliance with bid requirements and price.

II. STATEMENT OF QUALIFICATIONS

Statements of Qualifications should include:

- II(1) Briefly identify your firm, organizational structure and support resources available to complete the scope of work detailed previously in this RFQ.
- II(2) List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications and professional affiliations.
- II(3) Provide references including name and phone number for recently completed projects of a similar scope to the consulting work required in this RFQ. Preference will be given to architects or consultants with experience in County government with particular emphasis on Court projects.
- II(4) **Briefly** propose a general work plan with project schedule to complete the consulting services for the Justice Center office space utilization study relative to the scope of work as defined in this RFQ.
- II(5) Concluding Statement- The proposer should state the reasons in requesting consideration for providing the County with Consulting services. Proposers may include a maximum of one page of additional information not included above, if it is deemed useful and applicable to this project.

The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or qualification procedures, and to accept any proposal determined by the County to be in the best interests of the County.

ATTACHMENT A
ARCHITECTURAL SERVICES- RFQ #110-16

ATTACHMENT A
OFFICE SPACE UTILIZATION STUDY- RFQ #110-16

DEPARTMENT	SQUARE FEET	EMPLOYEES	SUPERVISORS
Circuit Court	24,182	15	2
CC Family Division	14,300	16	3
District Court	18,327	54	8
Probate Court	13,626	8	1
Drug Court	4,636	5	1
Friend of the Court	14,885	54	8
Circuit Court Clerk	4,658	8	1
Prosecutors Office	9,773	38	2
Sheriff Administration	18,464	13	5
Community Corrections	2,160	7	7
Other	15,000		